



Mentoring Programme for Women in Law Hong Kong
Mentee Application Form – 2024 Cycle

As part of Women in Law Hong Kong’s commitment to enhancing the profiles, skills and networking opportunities of women in the legal field, we are delighted to introduce our 2024 Mentoring Programme.

The WILHK Mentoring Programme is designed to run from February – November 2024, with group events starting from March 2024 and we are looking for mentee candidates who:

- have three to seven years of work experience in the legal field;
- are willing to commit to 100% participation in the WILHK Mentoring Programme;
- are dedicated to listening and learning from our Mentors;
- have specific goals that they would like to achieve; and
- adhere to confidentiality to ensure a relationship of trust.

Please take the time to respond thoughtfully to the questions below. The deadline for submission is **26 February 2023 (Monday)**.

Personal Details

Name:		
Contact details:	Work tel. no.:	
	Mobile no.:	
	Email:	
	Instant messages number / identification name (e.g. WhatsApp, WeChat)	
Employer and current job title (If you are involved in other organisations / community / committees that you think would be relevant or can bring synergy to this program, please feel free add here):		

Area of practice / department and responsibilities:	
Description of your career so far and your hobbies. This information will be extracted in a "Class of 2024" booklet that will feature all the participants.	

Commitment and Consent to Use of Personal Data

Please confirm the following:

- I will commit to a minimum of 3 one-on-one catch-ups with my mentor over the duration of the WILHK Mentoring Programme.
- I acknowledge that the subcommittee and sponsors have put in a lot of resources to facilitate the WILHK Mentoring Programme. I have read the key dates published on the Programme website and I will commit to attending all the 6 group mentoring events over the duration of the WILHK Mentoring Programme.
- I acknowledge that, by submitting my application, I consent for my personal data to be processed for the purpose of selection and operation of the WILHK Mentoring Programme. Bios and photos of successful applicants will be used in the Class of 2024 booklet that will be shared with (but not limited to) 2024 WILHK Mentoring Programme participants, WILHK Committee and programme sponsors (current and potential).

Mentor Preferences

Please indicate your gender preference for a mentor, along with a short explanation for your preference:

- Female _____
- Male _____
- No preference

Communication Preferences

What is your preferred method of communication? (Indicate top preferences from 1-3):

- Email
- Instant messages (e.g. WhatsApp, WeChat)
- Telephone
- Video conference (e.g. Zoom, Teams, FaceTime, etc.)
- In-person: in office
- In-person: lunch / coffee
- Other: _____

Mentor Preferences

Please describe any preferences for a Mentor. Include, among other things, primary practice area focus, years of experience, language preferences, background, etc.

Mentee Goals for WILHK Mentoring Programme and Career

The theme for this year’s WILHK Mentoring Programme is “Connect, empower, strive.” How do you plan to take advantage of the programme to achieve each/some of these?

Have you participated in a mentorship programme (within or outside of your organization) in the past? Why does the WILHK Mentoring Programme appeal to you?

What do you anticipate your career path to be over the next few years?

Self-Reflection

Please describe three (3) strengths and three (3) improvement areas you wish to focus on during the WILHK Mentoring Programme.

Are there aspects of your current job or your career path that you desire to see a change? If so, please describe. How do you think you might work to enhance the chances of a change being made? How will joining the WILHK Mentoring Programme now be helpful in achieving it?

Describe a situation in which you faced a gender related challenge in the workplace. How did you address this issue in the past? How would you address this issue today?

Please describe any additional criteria important for us to consider in reviewing your application. For example, if law is not your first career, please indicate and briefly describe your previous role(s) and what prompted you to make a career move to law.

Male Ally

If this year all of the Mentees are asked to bring a male ally to one of the catch-ups with your mentor, who would he be? Please provide his name and describe his role. Please be assured that this is strictly confidential between you and the subcommittee, and WILHK will not disclose your answer in this application to anyone, or reach out to any person nominated in this answer. This is optional and you may choose not to nominate a male ally at this stage.

Other

We aim to incorporate in-person skills training on topics of interest to mentees and mentors in the Programme, with high levels of engagement. Please indicate your top 3 topic preferences (1=most preferred, 2=second choice, 3=third choice).

- Communication skills – Executive presence
- Communication skills – Giving and receiving feedback
- Communication skills – Everyday negotiations – the art of saying ‘no’ & getting to a ‘yes’
- Communication skills – Conflict management
- Communication skills – Handling difficult conversations
- Career progression – Goal setting
- Career progression – Personal and professional brand
- Career progression – Career mobility conversations
- Career progression – Stakeholders: mapping & management
- Career progression – Art of networking: making authentic connections
- Leadership & management – Team leadership & management
- Leadership & management – Project management & delegation
- Leadership & management – Diversity & inclusion
- Managing yourself – Resilience, managing stress, adjusting to new ways of working
- Managing yourself – Time management, multi-tasking, optimizing your productivity
- Others (please state: _____)

Are there any particular social events, activities or networking exercises that you would like to be included in the WILHK Mentoring Programme?

